

Annual Report 1988 and 1989



Essex Institute
Salem, Massachusetts

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Ronnie Goult 1987

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Essex Institute Museum Neighborhood
Illustration by Ronnie Gould

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Essex Institute
132 Essex Street
Salem, Massachusetts 01970
(508) 744-3390

Chairman's Report



1839 depiction of the Salem Court House on Washington Street from *Annals of Salem* Vol. I by Joseph B. Felt. Published in Salem by W. & S. B. Ives, 1845. From the Library collections.

Dear Members and Friends of the Essex Institute:

During a two-day retreat, the first ever for this institution, held in January 1988, the trustees and staff identified and discussed the issues and opportunities that face the Essex Institute as we move forward into the 1990s. It was a productive, stimulating, and rewarding exercise. The several objectives which emerged have driven our activities during the last year and a half, and I would like to review three of the most important areas with you.

We have made tremendous progress on the two-million dollar capital campaign for the Essex Institute Museum Neighborhood since it was initiated in 1986 with a \$400,000 Challenge Grant from the National Endowment for the Humanities. We expect to have completed our goal by December of 1989. Trustees, members, and friends of the Essex Institute have been exceedingly generous, and to all of you who have given, I express my great appreciation. In June, the Friends Committee of the Essex Institute will hold a Garden Gala benefit and raffle which will contribute to the campaign and celebrate the long awaited reopening of the Gardner-Pingree House.

As we have raised the funds, they have been spent on the projects identified by the campaign. These include the restoration of the Gardner-Pingree House and the Derby-Beebe Summerhouse and garden; the new Frederic A. and Jean S. Sharf Gallery; the installation of climate control in the library fire-proof storage area; and the additions to endowment for exhibitions, for the education program, and for the Gardner-Pingree House. These important initia-

tives will enhance the Essex Institute's already strong leadership in the historical museum field.

One of the principal areas for discussion at the trustee-staff retreat was marketing. A market research report prepared by a consulting firm was analysed; we recognized the need for the Essex Institute to respond to its constituencies and the fact that by doing so we could greatly strengthen our mission. A marketing committee has been established and in its first year has identified Essex Institute audiences and written a plan.

The Salem Armory continues to be a project of interest to both the Essex Institute and the Peabody Museum of Salem, and to that end we have been working together with consultants. After a first unsuccessful response to the state request for proposals, we have achieved preliminary designation as developers of the front portion of the Armory on Essex Street. We will continue to pursue the project, but the challenges are large and the outcome uncertain at this point.

In closing, I wish to thank trustees and staff who have worked hard to achieve a successful year, and to express my appreciation to our members and friends in the community for their support of the Essex Institute.

Randolph P. Barton

Chairman

President's Report

Dear Members and Friends of the Essex Institute:

The Essex Institute Museum Neighborhood as we know it today is the result of more than a century of research and creative thinking on the part of our trustees, staff, and supporters. In this city block in the heart of downtown Salem, important historical themes which have shaped America's destiny are studied and enjoyed by a wide variety of people, ranging from the sophisticated scholar to the school child on a class tour, from the long-time Essex County resident to the first-time visitor to Salem. The excitement and sense of discovery engendered on a daily basis among all users of the Essex Institute collections gives life to our mission to collect, preserve, study, and interpret the history and culture of the people of Essex County from the seventeenth century to the present day. It has often been said that the past is a foreign land. Our purpose is to explore that domain and to use it to give our own lives meaning.

In 1982, the Essex Institute's main "campus" on Essex Street – what we now call the "Museum Neighborhood" – was recognized and prioritized as our main center of business activity by a group of trustees and staff. This was not to overlook the importance of properties that we owned elsewhere in Salem. However, we needed to better concentrate our efforts in one area in order to achieve increased recognition as a historical museum and library. Each year much is accomplished toward the central goal of interpreting the history of Essex County to the public. In the past two years we have accelerated our progress toward this goal through the activities generated by the capital campaign. The Institute has developed new programs, attracted larger audiences and achieved greater national recognition.

The projects of the capital campaign were carefully chosen to address needs in all areas of



The Crowninshield-Bentley House is significant to the Essex Institute Museum Neighborhood as a fine example of 18th-century architecture. It also has literary and sociological importance, as William Bentley, D.D. (1759-1819), one of the area's most prominent ministers and diarists, was a boarder in the house for nearly thirty years.

Alison Cornish, facilities manager, and the L. V. Mawn Corporation crew inspect the Andrew-Safford House roof renovation. This project was funded in part by a Massachusetts Historical Commission grant.



the Institute's mission and operation. The biggest and most visible project is the restoration of the Gardner-Pingree House and the creation of a federal-period garden surrounding the house and the Derby-Beebe Summerhouse, also under restoration. Such a project is very complex, requiring ongoing research into both the historical materials and the new technology required to create the look of John Gardner's mansion as he knew it shortly after it was built in 1804. The project also requires a team effort on the part of many skilled people – curators, artisans, craftspeople, and other workers – to achieve it on schedule. Its grand opening in June will be of great excitement to everyone.

During the past year, many Essex Institute programs have focused on the federal period to place the Gardner-Pingree House and gardens in context. But the collections and programs are as varied as our constituencies' interests. As a result we have been able to offer many other exciting programs and exhibitions.

- “An Essex County Collection: The Watercolors of Gertrude Beals Bourne (1867-1962)” featured the work of a local artist.

- “All Aboard! The Railroad in New England,” held during the summer of 1988, commemorated the 150th anniversary of train service to Essex County.

- “New England Seasons: Scenes of Winter” delighted audiences with just a small part of the wonderful Currier and Ives collection bequeathed to the Institute by the late Charles E. Cotting.

Public programs celebrated February as black history month, and March as women's history month, and in April a three-part library colloquium series was held which featured scholars who have used our library for their research. Two large scale programs have become annual events. The Harvest Festival, held in September, has become our premier family and visitor attraction and uses all parts of our Museum Neighborhood to communicate artistic and historic tradition. Eerie Events is the Institute's program designed for the city-wide celebration, Haunted Happenings. Ghostly tales from Essex County, recounted in our period

President's Report Continued

houses, cast their spell over all who hear them. Both of these programs were well attended – with visitors in the thousands!

Conservation of the collections and buildings, a crucial aspect of the Institute's mission, was, as always, an important priority last year. In addition to the capital campaign-sponsored work on the Gardner-Pingree House and the collections that will go on view in it, a grant from the Institute for Museum Services enabled the Institute to conduct a building and artifact conservation survey of the Peirce-Nichols House, the first step in achieving a plan for its future restoration and interpretation. The Massachusetts Historical Commission also awarded the Institute a \$40,000 grant toward the roofing project of the Andrew-Safford House, which included installing a slate roof, all new copper flashings, gutters and downspouts, as well as rebuilding the chimneys and balustrades.

The Essex Institute buildings and collections attract about 65,000 visitors each year, about 3,000 of whom use the collections in the museum and library for academic research. This year topics researched included the eighteenth-century fisheries in Essex County, seventeenth-century child abuse court cases, the Dutch-North American trade, 1795-1810, and trade with India during the same time period.

Each year scholars come to us from around the world and, during the summer of 1988, two prominent Hawthorne scholars from Japan stayed on to gather additional material following their participation in a two-day Hawthorne conference. Co-sponsored by the Essex Institute, Harvard University, the House of the Seven Gables, and the Hawthorne Society, the conference generated papers which were published in a special edition of the *Essex Institute Historical Collections*.



Included among the newest Museum acquisitions are some pieces of pediatrician Dr. Joseph G. Cutler's (1908-1988) medical equipment. Gift of Bess Cutler and Constance Goodman.



A detail of the newly accessioned star quilt from Salem, circa 1850, a recent gift from the estate of Elizabeth Peirce Kincade.

In summary, it has been a busy and fruitful time at the Essex Institute, and the many people who have made it successful are to be commended for their enthusiasm and hard work – it is people who make the

difference in everything the Institute does. As members and supporters you have been very generous this year with your donations through membership, the Annual Giving program, and gifts of objects, documents, or books to the collections. The trustees have guided and overseen the work of the Institute and given of their time in so many ways. And the staff has excelled in their work as never before, meeting the stiff challenges set by the work of the capital campaign which has tremendously raised the level of our programs and other in-house activities. To everyone who supports the Essex Institute, thank you. We all look forward to seeing you frequently in the future.

Anne Farnam
Anne Farnam
President

More than 2500 readers use the resources of the James Duncan Phillips Library each year. The reading room, pictured here, provides working space for scholars and researchers from around the world.



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17th-century period room, located in the Main Gallery. This exhibit, one of the three period rooms assembled by George Francis Dow (Secretary of the Essex Institute, 1898-1918) was among the first in American museum history. Thanks to Dow's vision, a wholly new concept of displaying and interpreting museum objects began.



In 1833, this medal was given to railroad employee, Issacher Williams. The Massachusetts Humane Society made this award for heroic actions in preventing a railroad accident at the Beverly Depot. Part of the 1988 exhibition: "All Aboard! The Railroad in New England." Gift of Joseph H. Williams.

Essex Institute Volunteers

1988 and 1989
(ten hours or more of service)

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Detail of frontispiece from *Every man his own Gardener*, 9th edition, published 1782. This manual by John Abercrombie of London is a new acquisition purchased for the Library collection.

† Deceased

Essex Institute Programs April 1, 1987 – March 31, 1989

The collections, the library, the galleries and the historic houses which form the Essex Institute Museum Neighborhood are reflected in the images on the preceding pages.

Our varied and exciting programs both grow out of and breathe life into the Museum Neighborhood. The people who participate in these programs – lecturers and artists, members and staff, school children and thousands of other visitors – are shown in the photographs which follow.

1987

Wed., April 1, 15, 29 **Library Colloquium Series.**

"The Founding and First Decade of Salem Normal School, 1854-1865" by Joan Maloney. "The Great Awakening in Ipswich, 1730-1775" by Anne S. Brown. "The History of the Parker Brothers Company" by John J. Fox.

Tues., April 21 **Four Museums Volunteer Day.**

Dramatic readings of Hawthorne's "The Scarlet Letter" by the Princemere Players of Gordon College.

Tues., April 28 **Annual Meeting.**

Exhibition Opening. "Instructive and Amusing: Toys, Dolls, and Games in Essex County."

Sat., May 16 **Family Day.**

Kite making, puppet workshops and kite flying on Salem Common.

Sun., June 21 **Peirce-Nichols House Association Reunion.**

Peirce-Nichols House Garden Concert with the Copley Brass Quintet.

Sat., July 4 **Military Encampment.**

Reenactment of an 18th-century British troop camp.

Thurs., Sept. 17, Oct. 1 **Lyceum Lectures:** Biographies of the Constitution. "Elbridge Gerry: Antifederalist Hero" by George Athan Billias. "Supreme Court Justice Joseph Story of Salem: Constitutional Statesman of the Old Republic" by R. Kent Newmyer.

Fri., Sept. 25 - Sat., Sept. 26 **Harvest Festival Eve Preview Party/Harvest Festival.** Folk art exhibition and sale, crafts demonstrations, and traditional entertainment.

Wed. Oct. 7 **Day Trip To Keene, New Hampshire** to view private toy collection and Barrett House.

Sat., Oct. 24 - Sun., Nov. 1 **Haunted Happenings.**

"Eerie Events": strange tales told by lantern light in Essex Institute historic houses.

Magic Show with Dario and Co.

Fri., Nov. 27 **J. Allyn Bradford Presentation.**

"Of Plymouth Plantation."

Holiday Organ Concert. Harold Knight and Century Singers.

Wed., Dec. 2 - Sun., Jan. 17 **Exhibition.**

"A Victorian Christmas with Les Petites Dames de Mode."

Sat., Dec. 5 **Holiday Ballet Concert.** Salem Ballet Company.

Wed., Dec. 9 **Children's Christmas Party.**

Wed., Dec. 30 **Holiday Puppet Theatre** with Ninots.

1988

Sat., Jan. 16, 23, 30 Sun., Jan. 17, 24, 31
Shirley Temple Film Festival.

Wed., Jan. 20 **Essex Institute Corporate Members Party.**

Mon., Feb. 8 **Volunteer Recognition Coffee.**

Thurs., Feb. 11 - Sun., Feb. 23 **Oriental Rug Bazaar.**
Benefit co-sponsored with Landry & Arcari.

Wed., March 2, 9, 16 **Ropes Memorial Botanical Lectures.**

"Gardening in Federal New England" and "Federal Period Plant Material" by Lucinda Brockway. "Bringing the Garden Indoors" by Ann Masury.

Sun., March 6 - Sun., May 1 **Exhibition.** "An Essex County Collection: the Watercolors of Gertrude Beals Bourne."

Opening Lecture and Reception. "Women Painters of Boston and Their North Shore Connections" by Margaret Hanni.

Wed., April 21, 28, May 6 **Library Colloquium Series.**

"Essex County Trade Cards: Advertising as Ideology" by Michael I. Prochilo. "Essex County and The Federal Constitution" by Ronald Tagney. "Farmers and Fisherman: Work and Life in Essex County, 1630-1830" by Daniel Vickers.

Thurs. April 21 - Sun., April 24 **Spring Field Trip.**
Treasures of the Brandywine Valley.

Tues., April 26 **Annual Meeting.**

Sun. April 30 **Bates Elementary School Dramatic Trilogy.**
"Salem and the Sea."

Tues., May 10 **Historic Preservation Week Workshop.**
The restoration of the Derby-Beebe Summerhouse.

Wed., May 18 **International Museums Day.** Gallery talk on "Image of the Colonial Past: George Francis Dow and the Essex Institute" by Martha McNamara, Boston University scholar.

Fri., June 3 - Sun., Nov. 6 **Exhibition.** "All Aboard! The Railroad in New England." Members opening reception.

Fri., June 17 - Sun. Sept. 18 **Exhibition.** "The Magnetized Observer: Hawthorne's Romantic Vision."

Hawthorne Society Annual Conference. Co-sponsored with Harvard University and The House of the Seven Gables.

Sat., July 9, August 6 **Walk Along Abandoned Railroad Tracks.**
Marblehead and Peabody sites explored.

Sat. Aug. 13 **Celebration of the 150th Anniversary of the First Train to Salem.** In conjunction with Salem Heritage Days.

Fri., Sept. 23 - Sat., Sept. 24 **Harvest Festival Eve Preview Party/Harvest Festival.** Folk art exhibition and sale, crafts demonstrations, and traditional entertainment.

Thurs., Oct. 13 **Margaret Nowell Graham Lecture.** "Progress or Desecration?: The Railroad in American Art" by Leo Marx.

Fri., Oct. 21 - Sun., Oct. 23 **International Flower Show** sponsored by International Design Symposium.

Thurs., Oct. 27 - Mon., Oct. 31 **Haunted Happenings.** "Eerie Events": strange tales told by lantern light in Essex Institute historic houses.

Magic Show with Dario and Co.

Thurs., Nov. 3 **Parker Memorial Lecture.** "Reflections on Current Contentions" by William F. Buckley, Jr.

Tues., Nov. 29 - Mon. Feb. 6 **Exhibition.** "New England Seasons: Scenes of Winter" Currier and Ives' prints from the Charles E. Cotting collection.

Wed., Dec. 7 **Children's Christmas Party**

Thurs., Dec. 8 **Four Museums Holiday Shopping Evening.**

Wed., Dec. 28 **Holiday Puppet Theatre** with Ninots.

1989

Sat., Jan. 28 **Old Timer's Day**
Reminiscences from long-time Salem residents.

Thurs., Feb. 9 **Lecture.**

"The Television Documentary Process: Bringing Black History Alive" by Beth Deere in celebration of Black History Month.

Tues., Feb. 14 **Volunteer Recognition Coffee.**

Wed., March 8, 15, 22 **Ropes Memorial Botanical Lectures.**
"Portrait of a Gardener: Gertrude Jekyll" by Judith B. Tankard.
"Landscape Architect Marion Cruger Coffin: Money, Manure and Maintenance" by Nancy Fleming. "Beatrix Farrand: Fifty Years of Landscape Gardening in America" by Diane Kostial McGuire.

Sat., March 18 - Sun., Nov. 5 **Exhibition.**
"Cabinet Work of All Kinds: Federal Furniture from the Essex Institute Collection."

Sat., March 18 **Collectors' Workshop.**
"Federal Furniture: Construction Techniques and Decorative Embellishments" by Alan Breed.

Thurs., March 23, 30 **Library Colloquium Series.**
"Goodies from Godey's: The World of American Fashion" by Nancy Rexford. "The Religious Preferences of Women in Early New England" by Carla Pestano.



The rigors of 17th-century food preparation demonstrated in front of the John Ward House (1684). This and many other domestic tasks enacted by members of the Society of the 17th Century brought the period to life at the annual Essex County Harvest Festival.

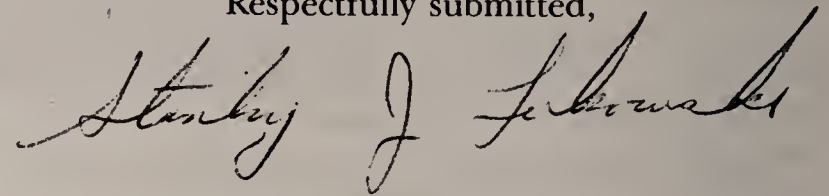
Treasurer's Report

Essex Institute is a nonprofit organization established to collect, preserve and interpret Essex County history. The organization is exempt from federal income taxes under Section 501(c)(3) of the Internal Revenue Code.

During the fiscal year 1988 and 1989 the Institute received a \$400,000 Challenge Grant from the National Endowment for the Humanities (NEH). This award is based upon the Institute's ability to raise three dollars for every one dollar offered by the Challenge Grant. The Institute has established a total campaign goal of \$2,000,000. These funds are classified as temporary endowment funds until reallocated or restricted pursuant to the purposes of the Challenge Grant.

The accounts of the Essex Institute are maintained in accordance with the principles of fund accounting. The audited statements of account prepared by Albert W. Dodge, Jr. are available by writing to: Business Office, Essex Institute, 132 Essex Street, Salem, MA 01970. The books are also available for inspection in the Business Office.

Respectfully submitted,



Stanley J. Lukowski
Treasurer

Revenue Sources



- Endowment & Trust
- Earned Income
- Annual Giving
- Memberships
- Grants & Special
- Restricted Gifts

	1988	1989
Endowment & Trust	43.0%	44.6%
Earned Income	20.1 %	20.2%
Annual Giving	11.4%	10.4%
Memberships	5.5%	6.3%
Grants & Special	20.0%	18.5%
Restricted Gifts		

Operating Expenses



- Collections
- Interpretation & Publications
- Membership Activities
- Development
- Administration
- Buildings & Grounds

	1988	1989
Collections	34.2%	21.3%
Interpretation & Publications	10.7%	23.2%
Membership Activities	2.8%	3.8%
Development	12.8%	8.3%
Administration	22.3%	22.5%
Buildings & Grounds	17.2%	20.9%

Financial Statements

Essex Institute Balance Sheet – Year Ended March 31, 1989

(With Comparative Totals for March 31, 1988)

	Current Fund	Plant Fund	Endowment Fund	March 31, 1989 Total	March 31, 1988 Total
ASSETS					
Current Assets					
Cash and Temporary Cash Investments	\$177,596	\$—	\$—	\$177,596	\$183,225
Accounts Receivable	3,532	—	—	3,532	3,649
Grants, Pledges and Bequests Receivable	72,587	—	279,408	351,995	660,102
Interest Receivable	54,743	—	—	54,743	56,493
Museum Shop Inventory	67,559	—	—	67,559	50,902
Prepaid Expenses	75,326	—	—	75,326	61,238
Total Current Assets	451,343	—	279,408	730,751	1,015,609
Fixed Assets, Net of Depreciation	—	2,966,030	—	2,966,030	2,587,626
Cash Held for Investment	—	—	1,500	1,500	67,607
Investments	—	—	5,725,573	5,725,573	4,759,755
Total	\$451,343	\$2,966,030	\$6,006,481	\$9,423,854	\$8,430,597
LIABILITIES AND FUND BALANCES					
Current Liabilities					
Accounts Payable and Accrued Expenses	\$75,497	\$—	\$—	\$75,497	\$82,405
Membership Dues Received in Advance	—	—	—	—	8,835
Total Current Liabilities	75,497	—	—	75,497	91,240
Deferred Revenue and Restricted Gifts and Grants	380,558	—	—	380,558	266,527
Total Liabilities	456,055	—	—	456,055	357,767
Fund Balances					
Current	(4,712)	—	—	(4,712)	35,980
Plant	—	2,966,030	—	2,966,030	2,587,626
Endowments	—	—	6,006,481	6,006,481	5,449,224
Total Fund Balances	(4,712)	2,966,030	6,006,481	8,967,799	8,072,830
Total	\$451,343	\$2,966,030	\$6,006,481	\$9,423,854	\$8,430,597

Essex Institute Statement of Activity – Year Ended March 31, 1989

(With Comparative Totals for March 31, 1988)

	Current Fund	Plant Fund	Endowment Fund	March 31, 1989 Total	March 31, 1988 Total
Support and Revenue					
Admissions	\$93,108	\$—	\$—	\$93,108	\$90,579
Membership Dues	68,097	—	—	68,097	54,525
Publications	13,294	—	—	13,294	11,566
Museum Shop	216,016	—	—	216,016	170,297
Gifts and Donations Availed of	311,486	—	—	311,486	310,744
Endowment Income Availed of	466,153	—	—	466,153	411,303
Other Income	83,619	—	—	83,619	92,484
Total	\$1,251,773	—	—	1,251,773	1,141,498
Expenses					
Program					
Collections	228,937	8,624	—	237,561	353,780
Interpretation and Publications	249,101	7,124	—	256,225	110,026
Membership Activities	41,289	1,182	—	42,471	29,276
Supporting Services					
Development	88,851	2,542	—	91,393	131,765
Administration	242,613	6,940	—	249,553	229,166
Buildings and Grounds	225,130	24,502	—	249,632	192,592
Museum Shop	172,825	3,834	—	176,659	155,591
Total	1,248,746	54,748	—	1,303,494	1,202,196
Excess (Deficiency) of Support and Revenue over Expenses Before Capital Additions	3,027	(54,748)	—	(51,721)	(60,698)
Capital Additions					
Gifts and Grants Received	—	—	994,217	994,217	667,382
Net Realized Investment Gains	—	—	18,217	18,217	142,187
Total Capital Additions	—	—	1,012,434	1,012,434	809,569
Excess (Deficiency) of Support and Revenue Over Expenses After Capital Additions	3,027	(54,748)	1,012,434	960,713	748,871
Fund Balances, Beginning of Period	35,980	2,587,626	5,449,224	8,072,830	7,352,967
Add (Deduct): Transfers Between Fund Balances	(25,870)	47,940	(22,070)	—	—
Add (Deduct): Transfers Between Fund Balances and Deferred Revenue and Restricted Gifts and Grants	(17,849)	385,212	(433,107)	(65,744)	(29,008)
Fund Balances, End of Period	\$ (4,712)	\$2,966,030	\$6,006,481	\$8,967,799	\$8,072,830

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Boston Area Spinners and Dyers shared their age-old craft with visitors to the annual Essex County Harvest Festival. For some, it was a first look at how yarn comes to be.



Over 2500 people of all ages gather for our major fall event, the Essex County Harvest Festival. Here in the Essex Institute Museum Neighborhood, the area's rich cultural heritage comes to life through music, dance, craft demonstrations, and art work. Five of every ten visitors come from Essex County, three others from the New England region, and the final two are representatives from across the country (and around the world)!



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The March 1988 opening of "An Essex County Collection: The Watercolors of Gertrude Beals Bourne (1867-1962)." Margaret Hanni, guest curator, and Philip W. Bourne, son of the artist enjoy a quiet moment in the Sharf Gallery.

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A recent acquisition from Salem is a mahogany side chair in the Gothic Revival style. Its needlepoint seat depicts a colorful flower arrangement. Purchased from the Estate of Dorothy Coker Nunn.



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This handsome silver tankard was made by Jacob Hurd of Boston for the Rev. William and Rebecca Balch of Bradford in 1740. A recent gift to the Museum collection from Miss Eleanor Broadhead and the late Miss Elizabeth Broadhead.

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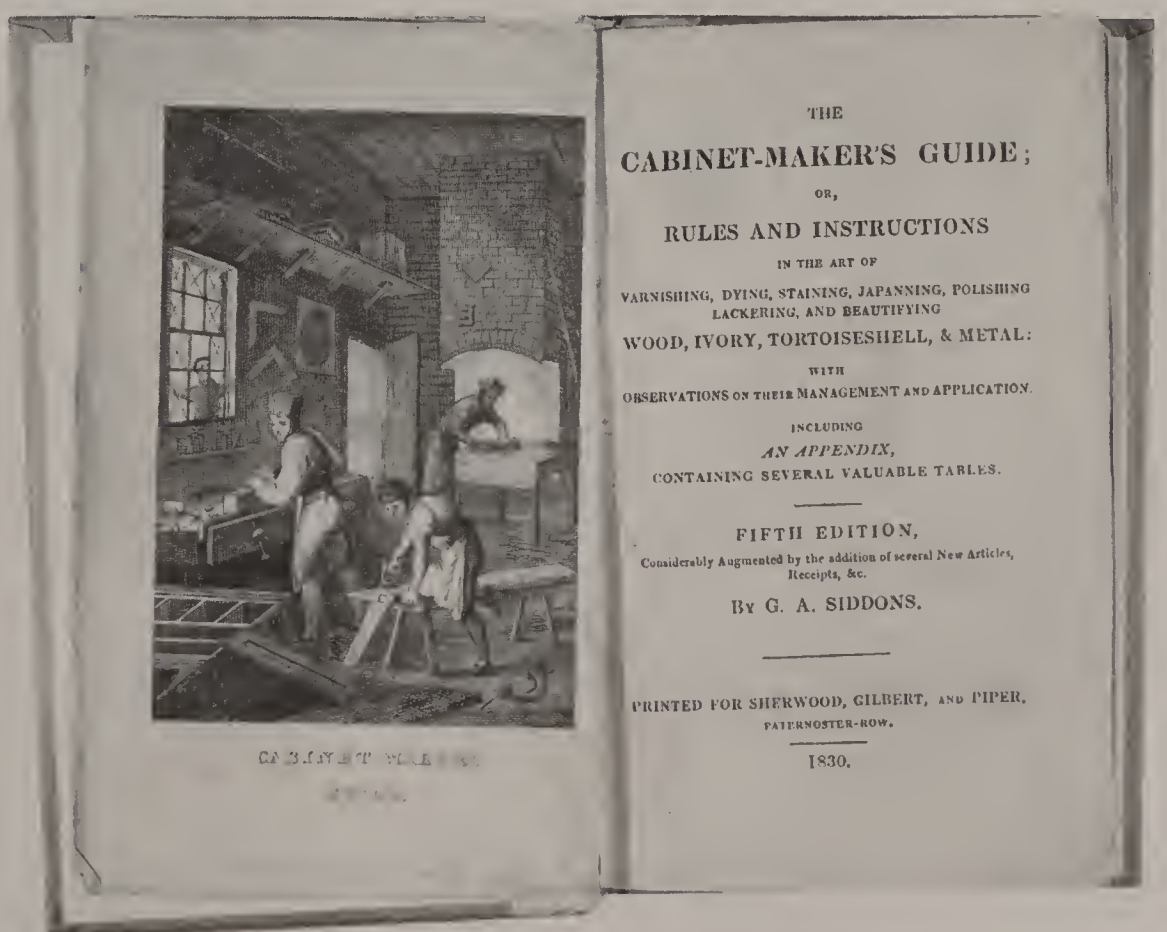
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Dr. and Mrs. George N. White, Jr.

† Deceased



The Peirce-Nichols House, a National Historic Landmark, was designed in 1792 by Samuel McIntire. Combining late Georgian- and Federal-period architecture, the house is the setting for special tours and events throughout the year.

Essex Institute Staff

as of March 31, 1989

Administration:

Airne Farnam, *President*
Ann Jackson, *Administrative Assistant to the President*
Peter R. Doran, *Controller*
Wendy Monroe, *Office Assistant*
Lynne Francis-Lunn, *Museum Shop Manager*
Marjorie Jacobs, *Shop Clerk*
Christine Musial, *Shop Clerk*
Christina Shultz, *Shop Clerk*

Collections, Museum Division:

Dean T. Lahikainen, *Chief Curator*
Robert K. Weis, *Curator of Exhibitions*
Paula Richter, *Registrar*
Joan Parks Whitlow, *Curatorial Assistant*
Nicole Donlon, *Curatorial Assistant*
Ellen Fineberg, *Research Assistant*

Collections, Library Division:

Richard C. Fyffe, *Librarian and Curator of
Books and Printed Materials*
William LaMoy, *Assistant Librarian*
Prudence Backman, *Curator of Manuscripts*
Nancy A. Heywood, *Library Assistant*

Interpretation and Publications:

Barbara McLean Ward, *Director and Editor*
Louise Sullivan, *Assistant to the Director*
Donald Daly, *Coordinator of School and Family Programs*
Carolyn Farley, *Admissions Receptionist*
Jan Matula, *Admissions Receptionist*
Phyllis Ballou, *Department Aide*
Sylvia Westcott, *Department Aide*

Development:

Susan Erb, *Director*
Marian Hubler, *Public Relations Officer*
Christine Franke, *Assistant to the Director*
Joan Bacall, *Coordinator of Membership and Special Events*
Whitney Lamy, *Cotting-Smith Assembly House
Functions Manager*

Facilities:

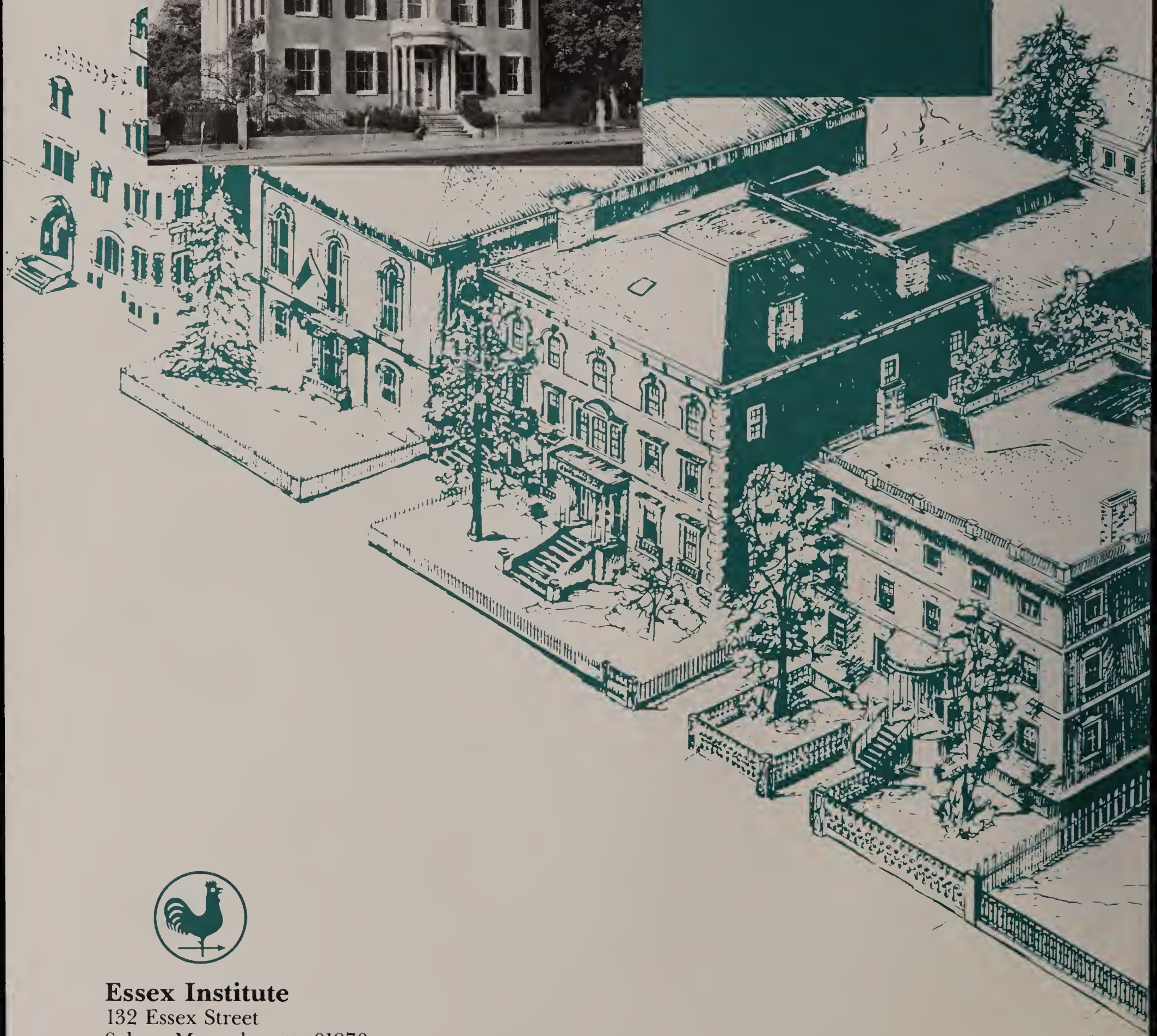
Alison Cornish, *Director*
Edward S. Meakin, *Superintendent of Buildings and Grounds*
Louis O'Brien, *Assistant Superintendent*
Helen Marquis, *Housekeeper*
George Gossom, *Security Supervisor*

Security Guards:

John Bellows
Francis Burkinshaw
Edward Gwin
Rheta Howland
Albert LaChapelle
John Volpe



The Essex Institute Museum Neighborhood is a window on the past through which a 20th century visitor can look back in time and space. Visitors can pass through decades of Salem life from Colonial days to the early 19th century.



Essex Institute

132 Essex Street
Salem, Massachusetts 01970
(508) 744-3390